



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
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Medical Director

July 22, 2015

TO: Each Supervisor  
FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **NOTICE OF INTENT TO ISSUE WORK ORDER EXCEEDING \$300,000  
UNDER THE MASTER AGREEMENT FOR AS-NEEDED STRATEGIC  
PLANNING AND RELATED SERVICES (THE INNOVA GROUP)**

This is to advise your Board of our intent to request the Interim Chief Executive Officer (CEO) to amend a Work Order under the Master Agreement for As-Needed Strategic Planning and Related Services (Master Agreement) with The INNOVA Group (Contractor). The Amendment will increase the contract amount by \$50,750, for a total Agreement amount of \$850,615. The period of performance for the amended Work Order is for Fiscal Year (FY) 2015-16. In accordance with established Master Agreement guidelines, prior Board notice is required for projects that will exceed \$300,000.

### **SCOPE OF WORK**

The Department of Mental Health (DMH) intends to extend the Agreement with the Contactor from July 1, 2015, to June 30, 2016, to continue services in the following two areas:

#### **AREA 1: SYSTEM LEADERSHIP TEAM (SLT)**

##### **Description:**

The SLT is a multi-stakeholder body that advises the Director of the County of DMH on policy and systems change and monitors the implementation of the Mental Health Services Act (MHSA) Plans. This area includes planning and facilitating SLT meetings and ad hoc committee sessions to advance the work in between meetings.

The primary accomplishments for the **FY 2014-15** was implementing the various programs/projects identified under the MHSA Three-Year Program and Expenditure Plan and the SLT's increased capacity (i.e., knowledge of MHSA guidelines, increased stakeholder diversity, etc.). For **FY 2015-16**, Contractor will continue the implementation efforts for the MHSA Three-Year Program and strengthen the SLT's capacity to provide advice to the Director of the DMH and to monitor MHSA-funded services and supports to achieve outcomes.

**Objectives:**

1. SLT Meetings: Plan, facilitate, and document six SLT meetings.
  - a. Co-design agenda with DMH lead and the SLT Standing Committee's input.
  - b. Facilitate the SLT meetings.
  - c. Transcribe deliberations and provide a meeting summary.
2. SLT Standing Committee Meetings: Plan, facilitate, and document six SLT Standing Committee meetings.
  - a. Co-design agenda with DMH lead and the SLT Standing Committee's input.
  - b. Facilitate the SLT Standing Committee meetings.
  - c. Transcribe deliberations and provide a meeting summary.
3. MHSA Stakeholder Meetings: Plan, facilitate, and document 12 stakeholder meetings (e.g., ad hoc committee meetings, public hearings, etc.) to support the implementation and monitoring of the *MHSA Three-Year Program and Expenditure Plan*.
  - a. Co-design agenda with DMH lead and the SLT Standing Committee's input.
  - b. Facilitate the stakeholder meetings.
  - c. Transcribe deliberations and provide a meeting summary.
4. Technical Assistance - Stakeholder Representation: Provide technical support to strengthen the SLT's stakeholder representation (i.e., organizational and demographic diversity).
  - a. Conduct a stakeholder analysis to identify the strengths and gaps in the current SLT membership.
  - b. Prioritize specific gaps and develop a recruitment plan to fill these gaps.
  - c. Collaborate with SLT members to recruit individuals and organizational representatives to fill in the gaps.
5. Technical Assistance - Outcome Metrics: Provide technical support to finalize a set of metrics to monitor outcomes and support planning activities.
  - a. Refine the measures approved by the SLT in spring 2013 by adding outcome measures from recent efforts (e.g., MHSA Innovations 1, Affordable Care Act planning, etc.).
  - b. Collaborate with DMH staff to generate trend reports for each key measure.
  - c. Use this information in SLT-related planning sessions and/or SLT meetings.
6. Trainings - Effective Collaboration: Provide six trainings per year to support effective collaboration (i.e., MHSA 101 and 201; Results-Based Accountability 101 and 201; and Consensus Building Protocol, etc.).
  - a. Conduct a survey of SLT members' knowledge and skills in the following areas: (1) MHSA; (2) Outcomes Measures; and (3) Decision-Making Protocol.
  - b. Based on survey, develop trainings targeting specific knowledge and skill areas.
  - c. Plan, design and facilitate trainings.

## **AREA 2: UNDERSERVED CULTURAL POPULATIONS (UCP)**

### **Description:**

The UCP (Formerly: Under-Represented Ethnic Populations) Leadership Committee's primary purpose is to provide recommendations on how to improve mental health outcomes for under-represented ethnic populations. The UCP Leadership Committee is a multi-ethnic stakeholder body that advises DMH on critical policy and systems issues to address and reduce disparities impacting ethnic/racial minority groups in the County of Los Angeles. It consists of the leaders of each of the UCP sub-committees: African/African American, American Indian/Native American, Asian/Asian Pacific Islander, Eastern European/Middle Eastern, and Latina(o).

UCP's primary accomplishment in **FY 2014-15** was to collaborate with the Cultural Competency Committee and other cultural groups (e.g., Lesbian, Gay, Bi-Sexual, Transgender, and Questioning [LGBTQ]; Deaf and Hard of Hearing; Blind or Legally Blind; and smaller ethnic populations) to follow up on and monitor the implementation of the strategies designed to improve cultural competency across the MHSA-funded programs and the overall public mental health system. The focus for **FY 2015-16** is to strengthen the UCP's capacity to provide effective guidance on the implementation and evaluation of MHSA-funded services to reduce disparities for underserved cultural groups.

### **Objectives:**

1. UCP Leadership Committee Meetings: Plan, facilitate and document two UCP Leadership Committee meetings to help the whole group develop a shared advocacy agenda.
  - a. Design agenda with DMH representative and designated UCP leaders.
  - b. Facilitate UCP meetings.
  - c. Transcribe notes and provide a three- to six-page summary.
2. UCP Sub-Committee Meetings: Plan, facilitate and document six UCP sub-committee meetings to help UCP groups articulate priorities for each group and for all the groups.
  - a. Design agenda and materials with DMH representative and designated UCP leaders.
  - b. Facilitate UCP meetings to reach agreement on priorities.
  - c. Transcribe notes and provide a three- to six-page summary.
3. Technical Assistance - UCP Bylaws: Provide technical support to refine the UCP Committee's bylaws to support inclusive governance.
  - a. Review the UCP Committee's bylaws and recommend changes to include new members and to support the group's efficiency.
  - b. Facilitate agreements regarding the bylaws.
  - c. Transcribe notes and provide a three- to six-page summary.

4. Trainings - UCP Health Disparities: Provide two to three trainings to help UCP members develop a deeper understanding of health disparities, barriers, data, and best practices impacting their different communities.
  - a. Survey UCP members to identify key issues pertaining to health disparities.
  - b. Identify a speaker (or speakers) to provide training.
  - c. Transcribe notes and provide a three- to six-page summary.

#### **FISCAL IMPACT**

There is no net County cost.

The amended amount of the Work Order will increase by \$50,750, for a total Agreement amount of \$850,615, which will be funded through MHSA.

#### **CONTRACTING PROCESS**

The DMH is in the process of developing a new Request for Services (RFS) solicitation to identify an agency under its own Project Management Master Services Agreement that can provide the same services as currently being provided by the Contractor. Extension of this Master Agreement will allow DMH to initiate and complete the RFS process without interruption of community planning efforts as it relates to the various MHSA programs.

#### **NOTIFICATION TIMELINE**

Consistent with the policy and procedures for the Master Agreement for As-Needed Strategic Planning and Related Services, we are informing your Board of our intention to amend the above mentioned Work Order. If no objection is received from your Board within two weeks of this filing, we will submit the amended Work Order request to the Interim CEO for review and approval.

If you have any questions or need additional information, please call me at (213) 738-4601, or your staff may contact Angel Baker at (213) 738-4105 or [abaker@dmh.lacounty.gov](mailto:abaker@dmh.lacounty.gov).

MJS:RK:DM:AB:lm

- c:     Mental Health Deputies  
        Interim Chief Executive Officer  
        Acting Executive Officer, Board of Supervisors  
        Interim County Counsel  
        Gerardo Ramirez, CEO  
        Robin Kay, Ph.D.  
        Dennis Murata, M.S.W.  
        Richard Kushi  
        Angel Baker